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Speeches

Quiz used for Trends Speech at [redacted] 25X1A6d

6 June 1968

RECORDS MANAGEMENT

SCOPE OF THE PROBLEM

RECORDS CREATION:

1. Total number of forms Agency-wide today _____.
2. Total documents received from other Agencies annually _____.
3. Cables transmitted Agency-wide last year _____.
4. Dispatches produced last year _____.

FILES MAINTENANCE:

1. Volume of Records on hand Agency-wide _____ cubic feet.
2. Cost of a four-drawer safe $_____.
3. Average cost for a square foot of Office space per year $_____.
4. Floor space required for a filing cabinet _____ for a man _____.

RECORDS DISPOSITION:

Add: Sep 68

1. Number of Reels of Microfilm in the Records Center _____.
2. Volume of Records in Agency Archives and Records Center _____ cu. ft.
3. Volume of authorized Records Disposal last year _____ cu. ft.

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